



STATE OF ARIZONA

DEPARTMENT OF REAL ESTATE

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REQUEST FOR WAIVER -- SALESPERSON

REAL ESTATE PRELICENSE EDUCATION OR NATIONAL LICENSE EXAMINATION

Form No. ED-110-S

INSTRUCTIONS FOR USING THIS FORM

To request a waiver of the pre-license education for real estate salesperson's license or the national portion of the Real Estate Salesperson's License Examination, complete and submit this form. **Supporting documentation is required**, as identified in the instructions, depending upon your request.

The Arizona Department of Real Estate ("Department") accepts live, pre-licensure education courses only, and does not accept continuing education courses for pre-license course credit.

Fill in the information requested below and check the applicable box for the type of waiver requested. Provide the documentation listed for the type of waiver(s) requested and **sign** and date the form.

If you cannot provide the specified documentation to substantiate your request, do not submit this request as a waiver cannot and will not be granted. **Requests are processed in first-come, first-served order. Please allow approximately 3 weeks for processing.** If more than 3 weeks has passed since you filed this completed Request form with the Department and you have not been contacted concerning your request, call 602-468-1414, ext. 340.

CANDIDATE INFORMATION

Print Name: _____ Signature: _____

Street/Mail Address _____ Daytime Phone: _____

City/State/ZIP: _____ Alternate Phone/Email: _____

By my signature above I am indicating that my representations herein are true. I understand that if my request is denied, I must meet the statutory requirements for the license desired. I have attached the documentation indicated for the waiver requested: (check all that apply)

1. ☐ Education Waiver (based on current licensure) 2. ☐ Education Waiver (based on Equivalent Education)
3. ☐ Examination Waiver (national portion)

[Candidates DO NOT WRITE on page 1 below this line]

- | | | |
|--|--|--|
| 1. Education Waiver (licensure) | _____ Hours Waived /Needs _____ | _____ Does not qualify |
| 2. Education Waiver (prior educ) | _____ Hours Waived /Needs _____ | _____ Does not qualify |
| 3. Examination Waiver (national) | _____ Nat'l Exam Waived | _____ Does not qualify |
| <input type="checkbox"/> Insufficient documentation | <input type="checkbox"/> Out of Date | <input type="checkbox"/> Does not meet Arizona requirement |
| <input type="checkbox"/> Correspondence or distance learning | <input type="checkbox"/> Other/comments: _____ | |

ADRE Authorized Signature: _____ Date: _____

CANDIDATE NAME: _____

- ☐ 1. EDUCATION WAIVER BASED ON LICENSURE IN ANOTHER STATE. I am currently licensed in another state and hereby request a waiver of the prelicense education required for an Arizona real estate salesperson's license. A.R.S. § 32-2124 (B)

ITEM No.	ITEM DESCRIPTION	RESPONSE (Answer below or attach a sheet with your name & Item #)	√ Check When Done
1.A.	List each state(s) in which you are currently licensed as real estate salesperson or broker.		
1.B.	Attach a certified License History from the Real Estate Commission or Department in each state listed in 1.A. To be considered, a License History must be dated within 90 days before filing it with this request.		
1.C.	If the license history you provide does not indicate education required to obtain that license, attach an official transcript or original letter from the real estate school where you attended prelicense courses. The number of credit/clock hours and method of instruction (live, correspondence, or internet/distance learning) must be stated in the letter or on the transcript.		
1.D.	<i>NOTE: If a waiver is granted, you must still complete specified hours of an approved Arizona specific real estate salesperson's prelicense course. The education required will be no less than 27 credit hours, and may be more, at an ADRE-approved real estate school, community college or university. You are required to pass the school's examination on the course before being eligible to take the Arizona license examination.</i>		

- ☐ 2. EDUCATION WAIVER BASED ON EQUIVALENT EDUCATION. I have attended real estate pre-licensure courses in Arizona or another state and hereby request a determination by the Department that my prior education is equivalent to the prelicense education required for an Arizona real estate salesperson's license. A.R.S. § 32-2124 (B)

Item No.#	ITEM DESCRIPTION	RESPONSE (Answer below or attach a sheet with your name & Item #)	√ Check When Done
2.A.	List each state(s) in which you are currently licensed as real estate salesperson or broker OR in which you have been licensed any time during the preceding 5 years. If none, write "None" in the space for Response..		
2.B.	Attach a certified License History from the Real Estate Department or Commission in each state listed in your response to Item 2.A. To be considered, a License History must be dated within 90 days before filing it with this request.		
2.C.	Attach an official school transcript for prelicense real estate courses you have taken. Only live, classroom instruction will apply. The Department does not recognize or accept correspondence, continuing education or distance learning courses for the prelicense education requirement.		
2.D.	Attach your statement if any of the courses were taken more than 10 years before you will file your license application with the Department, explaining why you believe your work experience in a real estate related field, together with your prior education, should be considered equivalent.		
2.E.	<i>NOTE: If a waiver is granted, you must still complete specified hours of an approved Arizona specific real estate salesperson's prelicense course. The education required will be no less than 27 credit hours, and may be more, at an ADRE-approved real estate school, community college or university. You are required to pass the school's examination on the course before being eligible to take the Arizona license examination</i>		

CANDIDATE NAME: _____

- ☐ 3. EXAMINATION WAIVER. I am currently licensed and have taken a national real estate examination that I believe to be similar to the Department's within the preceding 5 years. I hereby request a waiver of the national (general) portion of the examination for real estate salesperson's license. A.R.S. § 32-2124 (J) *The Department CANNOT waive the state portion of the examination.*

Item No.	ITEM DESCRIPTION	RESPONSE (Answer below or attach a sheet with your name & the Item #)	√ Check When Done
3.A.	List each state(s) in which you are now licensed as real estate salesperson or broker. If you do not hold a real estate license in another state, you do not qualify for an exam waiver.		
3.B.	List the date you passed the state license examination for the license(s) identified in 3A. If more than five years earlier than the date you apply for an Arizona license, you do not qualify for an exam waiver		
3.C.	If the exam was within the preceding 5 years , identify the state-contracted national testing company that administered your prior license examination. Note: If the exam was a state-administered real estate exam (including, without limitation, CA, FL, MS, NC, OK, OR, WV, Guam) and was not administered by a national testing provider; if the exam was dissimilar to the Department's exam; or if the exam was more than 5 years before your application for an Arizona real estate license, you will not qualify for this waiver and must take and pass both the state and general (national) portions of the Arizona real estate examination for salesperson's license.		
3.D.	Attach a certified License History from the Real Estate Commission or Department in each state listed in 3.A. To be considered, a License History must be dated within 90 days before filing it with this request.		
3.E.	Attach an original 'duplicate' score report from the test administrator identified in 3C. Contact the testing company listed in 3.C to order a duplicate score report.		

This form is available in alternate formats by contacting the Department's Business Services Office at 602-468-1414, ext. 160.